

**Clerk to the Council/RFO: Caroline Higgins**  
**Chairman: Cllr Keith Keel**

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Minutes of the Full Council Meeting held at 7.00 pm on Monday 18 March 2019 in the Memorial Hall.

Present: Cllrs; Keel, (Chair); Breeze, (Vice Chair); Mrs Clode; Mrs Whittall; Mrs Robinson; Mrs Howells; Mrs Lewis; Hudson; Gouge; Ryan; and Jones;

In attendance: Caroline Higgins, Clerk; Mrs Cousins

172.18/19 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – The Council approved the apologies of Cllrs Parkhurst and Clarke

173.18/19 **DECLARATIONS OF INTEREST** – Cllr Breeze declared a new interest as parent governor at Oakmeadow School. He confirmed that he had completed an updated declaration of pecuniary interests.

174.18/19 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – No members of the public were present.

*As Councillor Clarke was absent there was no Shropshire Council report.*

175.18/19 **MINUTES** – The Council reviewed the minutes of the meeting held on 25 February 2019 and unanimously approved them as an accurate record.

176.18/19 **REVIEW OF COMPLAINTS, GRIEVANCE AND DISCIPLINARY PROCEDURES** – The Council reviewed the draft policy documents circulated with the February agenda. Cllr Hudson informed members that the drafts were based on template documents provided by NALC or SLCC, adapted for the Parish Council as appropriate and that those proposed amendments were printed in coloured text.

It was noted that Mrs Cousins had been invited to record any amendments and prepare a final draft as the Clerk was taking leave before the next meeting.

- a. **Bullying and Harassment Policy** – It was noted that this policy had been adapted from a template published by the Society of Local Council Clerks (SLCC) as no equivalent template is published by the National Association of Local Councils (NALC).

Cllr Hudson recommended that since the Council had appointed a Staffing Panel since the preparation of the draft policies, all references to Personnel Committees should be altered to Staffing Panel as appropriate.

The Council **resolved unanimously** that the draft Bullying and Harassment Policy, with the suggested amendments be adopted in principle with immediate effect, on the proviso that a final draft be reviewed by NALC to confirm it complies with all current legislation. **(Action: Mrs Cousins)**

- b. **Complaints Policy** – The Council noted that the draft was based upon the template policy published by NALC with purple text highlighting a number of minor amendments. It was further noted that some clauses had been re-ordered in the draft policy.

Cllr Lewis requested that the date of adoption and review of all the policies be printed within the footer of all pages. This represents good practice and was agreed.

The Council **resolved unanimously** that the draft Complaints Policy, with the suggested amendments be adopted in principle, with immediate effect, on the proviso that a final draft be reviewed by NALC to confirm it complies with all current legislation. **(Action: Mrs Cousins)**

- c. **Disciplinary Policy** - The Council noted that the draft was based on the NALC template.

Cllr Lewis proposed that the Council considers the obligations upon Staffing Panel members and reviews the training needs of its members. It was agreed to consider developing a Council training policy in the near future.

The Council **resolved unanimously** that the draft Disciplinary Policy, with the suggested amendments be adopted in principle, with immediate effect, on the proviso that a final draft be reviewed by NALC to confirm it complies with all current legislation. **(Action: Mrs Cousins)**

- d. **Grievance Policy** – The Council noted that the draft was based on the NALC template. It further noted that there is no longer a requirement for a grievance policy to make provision for former employees as any such grievance would be dealt with under the Council's Complaints procedures. The Council also noted that the template had been amended to remove all gender specific references, with Chair being substituted for Chairman. After a brief discussion it was resolved to amend all references to the Parish Clerk to read Line Manager.

The Council **resolved unanimously** that the draft Grievance Policy, with the suggested amendments be adopted in principle, with immediate effect on the proviso that a final draft be reviewed by NALC to confirm it complies with all current legislation. **(Action: Mrs Cousins)**

It was noted that the draft policy for the **Councillor / Clerk Protocol** had not previously been circulated and would therefore be **deferred** until the next meeting to enable all members to familiarise themselves.

176.18/19

#### **MOTIONS IN WRITING –**

**5/18/19 – Longmeadow Toilets** – Cllr Keel set out his proposal that the future use of the toilet block at Longmeadow be reviewed and determined. He suggested three possible options; restore the toilets ensuring they are fully accessible and install a baby change facility; convert the building into a storage facility or demolish the building (and potentially rebuild). It was noted that the toilets had been closed for several years due to repeated vandalism. Both power and water supplies have been isolated. Local children occasionally climb onto the roof so anti-climb paint is used as a deterrent.

The Council noted that the storage is valued by the Jingleation Committee but would benefit from improved security.

The Council also noted that a toilet and baby change facility would be of benefit to parents but that this need could be met from a single unisex toilet. The toilet would need to be cleaned and checked daily.

Following a discussion the Council resolved to investigate the costs of removing the sanitary fittings from one half of the building and fitting it out as a storage facility and refitting the other half with vandal resistant unisex sanitary fittings together with a baby changing facility and improved security. **(Action Clerk)**

The Council resolved unanimously that the Jingleation Committee be authorised to continue their use of the storage area for Christmas decorations.

177.18/19

#### **CLERK'S REPORT AND MATTERS ARISING –**

1. **We Don't Buy Crime Update** – The Clerk reported a good response to the first three sessions at which approximately 200 kits had been issued. Further sessions were planned at the library and the Methodist Centre with kits being made available at the Annual Council Meeting on 20 May.

2. **Facilities Maintenance & Management** – The Clerk reported that the **BMX track** had recently been resurfaced.

The work to the **Youth and Community Building** had been suspended as agreed at the last meeting. Cllrs Ryan and Howells volunteered to complete the redecoration work and to recruit other volunteers from the community. Their offer was gratefully accepted.

Cllr Whittall reported finding a number of young people climbing out of the astro turf on Sunday evening having been locked in by a friend with a key.

**3. Great British Spring Clean** – The Council noted that the community litter pick had been arranged for 15 April and a dedicated Facebook page ‘baystonhillspringclean’ set up to recruit volunteers. Risk assessments were being prepared by Cllr Ryan in consultation with the Clerk.

**4. The Common** – The Council approved the method statement set out in the report and resolved that Shropshire Council Outdoor Partnership shall be instructed to collect and install rock from the quarry providing the rocks can be supplied by the quarry.

**5. Correspondence – Drone Request** – The Council noted the re-submitted request to launch a search drone from Council land for training purposes. It resolved that permission would be granted upon presentation of a written request including copies of all relevant CAA drone licenses and other relevant documentation.

**Helicopter Landing** – The Council considered a request that a private helicopter be permitted to land and take off from the playing fields in July. After consideration of the risks to the public the Council resolved that permission be refused.

**6. Matters Arising – Easement** – The Council confirmed that fixed price quotations should be sought for legal advice if possible.

178.18/19

**OUTDOOR GYM –**

1. The Council noted the installation date of 15 April 2019
2. The Council approved a launch event on 27 April 2019 and agreed to invite a local rowing celebrity to open the facility. It was further agreed to invite a fitness instructor to demonstrate the equipment and to advertise the event on local radio. Councillors were warmly invited to take an active part in the launch event.

179.18/19

**ANNUAL RISK ASSESSMENT REVIEW** – The Council reviewed the financial and general risk assessment and recommended a number of improvements:

It noted the requirement to submit VAT returns from accounting software and resolved to purchase a license for the newly launched web based Scribe accountancy package which offers this facility.

The Council noted concerns about key management and and resolved to review facilities security at a future meeting.

The need to undertake appropriate searches of email correspondence in the event of a Subject Data Access Request was noted and it was resolved to investigate the setting up of dedicated Council email accounts for all staff and members that are searchable by the Clerk. If possible the email accounts shall be suffixed .gov.uk.

The Council resolved to review the risk assessment within 12 months.

- 180.18/19 **ANNUAL PARISH MEETING** – the Council discussed the arrangements and agreed the following;
- Invite speakers from West Mercia Police and Smartwater to give a presentation on crime prevention.
- Annual report – draft committee reports to be submitted to the Clerk by Friday 22 March for approval at the next meeting.
- Categories for Community Awards should not be altered without Full Council approval.
- 181.18/19 **PAVILION UPDATE** – Cllr Lewis gave a brief report on progress which was noted.
- 182.18/19 **FOOTBALL PITCH RENOVATIONS** – Discussion deferred to April meeting.
- 183.18/19 **COMMUNITY LED PLAN** – The Council noted that the analysis was ongoing by the Steering Group based on the four key themes. They were working towards a draft report to the Annual Council meeting in May.
- 184.18/19 **FINANCIAL UPDATE** – The Council noted a likely surplus of around £35,000 at the year end and resolved unanimously to move unallocated funds to an earmarked reserve for redevelopment of the pavilion/sports hall.
- The Council approved the completed Neighbourhood Plan monitoring forms and authorised the Chairman and Shropshire Council member to sign them.
- At 9:00pm the Council resolved to extend the meeting by 10 minutes to enable the business on the agenda to be completed.*
- 185.18/19 **PAYMENTS FOR APPROVAL** –The Clerk tabled a schedule of payments becoming due, including March Salaries. It was **resolved unanimously** to approve the schedule of payments as tabled.
- 186.18/19 **EXCLUSION OF THE PRESS AND PUBLIC** – A resolution was passed to exclude the public under the Public Bodies (Admission to Meetings) Act 1960 (S1(2)) and in accordance with the provision of Schedule 12 of the Local Government Act 1972; so as to discuss confidential matters.
- 187.18/19 **CONFIDENTIAL QUOTATIONS** – There were none available so the matter was deferred to a later meeting.
- 188.18/19 **CONFIDENTIAL STAFF MATTERS** – It was resolved to consider a staff matter at the first Staffing Panel meeting to be held on 8 April 2019.

*The meeting closed at 9:10pm*